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11/21/06



**UNITED STATES PRETRIAL SERVICES OFFICE**  
**Southern District of Texas**

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**Position Title:** U.S. Pretrial Services Officer (CL25/CL27/CL28)

**Pretrial Services Officer applicants who meet the minimum requirements for Pretrial Services Officer CL27 will be hired at that grade, promotable to CL28 after one year. Pretrial Services Officer applicants who do not meet minimum requirements may be considered for Pretrial Services Officer CL 25 promotable to CL27/CL28 upon attainment of required experience.**

**Location:** Brownsville, Texas

**Closing Date:** Open Until Filled

**Starting Salary** \$35,772 - \$51,972(CL 25 - CL 27)  
**Range:** \*Salary Commensurate with Qualifications

The United States Pretrial Services Office is currently accepting applications for the position of Pretrial Services Officer in Brownsville, Texas.

**DUTIES:**

- Conducts investigations and prepares reports for the court with recommendations for bond or custody of individuals indicted or charged with federal offenses.
- Analyzes any objections and determines appropriate course of action, following disclosure of the bond report to the parties.
- Presents bond investigation report and release recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and applications.

Serves as resource to the court to facilitate proper release or custody of defendants.

- Supervises defendants to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Develops and implements supervision plans.
- Maintains personal contact with defendants. Investigates employment, sources of income, life style and associates to assess risk and compliance. Through assessment and counseling, responsible for detection of substance abuse problems and implements the necessary treatment or violation proceedings of defendants. Refers defendants to appropriate outside agencies, such as medical and drug treatment facilities, and employment and training sources.
- Initiates contacts with, replies to, and seeks information from organizations and persons concerning defendants' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities: prepares written reports on these violation matters, and makes recommendations for disposition. Testifies at court hearings.
- Conducts interviews and other investigations, as required and maintains a detailed written record of case activity.

**QUALIFICATIONS:** Graduate of an accredited college/university in social science or in an accepted field of study. Experience in such fields as investigation, counseling and guidance of defendants in community corrections, or in closely allied fields such as serving as an educational guidance counselor, social worker, caseworker, or psychologist is preferred. Experience must have been acquired subsequent to attaining a baccalaureate degree.

Appointees must not have reached their 37th birthday at the time of appointment and must be physically capable of performing duties requiring moderate to arduous physical exertion.

## **BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS**

First time appointees to the position of a U.S. Pretrial Services Officer must undergo an extensive (ten year) background investigation and drug screening. In addition, officers are subject to updated background investigations every five years and will be subject to random drug screening. If a provisional hire is authorized, applicants are also subject to a local background investigation and continued employment will be contingent on successful completion of the investigation and a favorable suitability by the Court. Applicants may be subject to medical standards established by the Administrative Office of the U.S. Courts. Appointee will be required to attend a 5-6 week training course at the Federal Law Enforcement Training Center in Charleston, S. Carolina (FLETC) within the first year of service.

**PREFERENCE:** Fluency in English and Spanish and experience with Word Perfect 7 or higher version and Windows 95 or 98 is preferred.

**BENEFITS:** Employees of U.S. Pretrial Services Agency are not classified under Civil Service, but are entitled to similar benefits. These benefits include the following:

- Up to 13 days of paid vacation per year for the first three years of employment; thereafter, up to 26 days per year
- Participation in the Federal Employees Retirement System (FERS), a three-tiered retirement plan that includes a special tax-deferred savings plan. Retirement under special provisions with eligibility at age 50 with 20 years service. Pursuant to the Federal Employee's Comparability Act of 1990, the mandatory retirement age is 57 with 20 years or more of service.
- Participation in the Federal Health Insurance Program of choice

This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

**TO APPLY:** Submit a cover letter, resume, copy of your college transcript and diploma to: Alma A. Irr, Chief U.S. Pretrial Services Officer, P.O. Box 61127, Houston, TX 77208, (713) 250-5218.

U.S. Pretrial Services reserves the right to amend or withdraw the announcement without prior notice to applicants. Applications submitted may be considered for similar future opportunities. Applicants invited for a personal interview will be subject to a criminal records check with law enforcement agencies.

Equal Employment Opportunity Employer